



### ASSISTANT PRINCIPAL APPLICATION 2010-2011

PLEASE NOTE: THIS PDF IS FOR REFERENCE PURPOSES. DCPS NO LONGER ACCEPTS PAPER APPLICATIONS. PLEASE COMPLETE THE ONLINE APPLICATION – (<http://dcps.dc.gov/leaddc>).

#### **Step 1: Contact Information**

##### **PERSONAL INFORMATION**

First Name:	Middle Name:	Last Name:
Social Security Number (no dashes):		What other name(s) have you used for official records?

##### **CURRENT ADDRESS OR MAILING ADDRESS**

Address Valid Until (mm/dd/yyyy):	
Address:	
City:	State/Province:
Zip:	Country:
Day Phone:      Ext:	Evening Phone:

##### **PERMANENT ADDRESS**

- ☐ Same as current address  
☐ Different than current address.

Complete Below:

Address:	
City:	State/Province:
Zip:	Country:

#### **Step 2: General and Background Information**

##### **GENERAL**

Please select from the following list how you <b>FIRST</b> heard about this job posting:	<input type="checkbox"/> DCPS employee
	Referred by:
	<input type="checkbox"/> Internet – Google Search
	<input type="checkbox"/> Internet – Website
	Please specify:
	<input type="checkbox"/> Email
	From whom:



	<input type="checkbox"/> Print Media Please specify: <input type="checkbox"/> Ed Week <input type="checkbox"/> Education Organization Please specify: <input type="checkbox"/> Other Please specify:
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### BACKGROUND INFORMATION

Are you a U.S. Citizen, or are you legally authorized to work in the United States?	<input type="checkbox"/> U.S. Citizen <input type="checkbox"/> Legally Authorized <input type="checkbox"/> No
Have you previously applied for a DCPS administrator position?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you currently employed in the Education Field?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If you answered yes, how would you describe your previous or current position?	<input type="checkbox"/> Teacher <input type="checkbox"/> Administrator <input type="checkbox"/> Other
Are you currently employed by DCPS?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Please indicate your level of interest in each school level:	
Pre K-6	<input type="checkbox"/> Highly Preferred <input type="checkbox"/> Preferred <input type="checkbox"/> Not Preferred
Pre K-8	<input type="checkbox"/> Highly Preferred <input type="checkbox"/> Preferred <input type="checkbox"/> Not Preferred
Middle School (6-8)	<input type="checkbox"/> Highly Preferred <input type="checkbox"/> Preferred <input type="checkbox"/> Not Preferred
High School (9-12)	<input type="checkbox"/> Highly Preferred <input type="checkbox"/> Preferred <input type="checkbox"/> Not Preferred
Special Education/Alternative	<input type="checkbox"/> Highly Preferred <input type="checkbox"/> Preferred <input type="checkbox"/> Not Preferred

Languages – Please indicate your proficiency in any language other than English	
Spanish	<input type="checkbox"/> None <input type="checkbox"/> Beginner <input type="checkbox"/> Intermediate <input type="checkbox"/> Proficient
French	<input type="checkbox"/> None <input type="checkbox"/> Beginner



	<input type="checkbox"/> Intermediate <input type="checkbox"/> Proficient
Other: Please specify:	<input type="checkbox"/> None <input type="checkbox"/> Beginner <input type="checkbox"/> Intermediate <input type="checkbox"/> Proficient

### **Step 3: Licensure and Experience**

**All new administrators and Assistant Principals who will be promoted must possess a valid District of Columbia Administrative Services Credential.**

What type(s) of valid license(s) do you currently hold?	
Do you hold an Administrative License/Credential from the District of Columbia?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you hold an Administrative License/Credential from another state?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, which state?	
Have you completed the School Leaders Licensure Assessment?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please answer the following:	Date Test Completed:  Test Score:
At the conclusion of the current school year, how many total years of full-time teaching experience will you have?	<input type="checkbox"/> None <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10+
At the conclusion of the current school year, how many total years of full-time supervisory experience in education will you have?	<input type="checkbox"/> None <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6



	<input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10+
At the conclusion of the current school year, how many total years of full-time experience as Assistant Principal will you have?	<input type="checkbox"/> None <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10+
At the conclusion of the current school year, how many total years of full-time experience as Principal will you have?	<input type="checkbox"/> None <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10+

#### **Step 4: Education**

**Please list all colleges, universities, and trade schools that you have attended.**

**Note that the first 2 sections are for you to list information pertaining to your undergraduate degree(s). The last sections are for you to list your graduate degree(s). Please complete all applicable sections.**

#### **UNDERGRADUATE 1**

Institution:	
City:	State/Province:
Zip:	Country:
Degree Type:	Major 1:
Major 2:	Minor:
Dates of Attendance:	
From (mm/yyyy):	To (mm/yyyy):
Degree Received/Expected (mm/yyyy):	



### UNDERGRADUATE 2

Institution:	
City:	State/Province:
Zip:	Country:
Degree Type:	Major 1:
Major 2:	Minor:
Dates of Attendance:	
From (mm/yyyy):	To (mm/yyyy):
Degree Received/Expected (mm/yyyy):	

### GRADUATE 1

Institution:	
City:	State/Province:
Zip:	Country:
Degree Type:	Major 1:
Major 2:	Minor:
Dates of Attendance:	
From (mm/yyyy):	To (mm/yyyy):
Degree Received/Expected (mm/yyyy):	

### GRADUATE 2

Institution:	
City:	State/Province:
Zip:	Country:
Degree Type:	Major 1:
Major 2:	Minor:
Dates of Attendance:	
From (mm/yyyy):	To (mm/yyyy):
Degree Received/Expected (mm/yyyy):	

### GRADUATE 3

Institution:	
City:	State/Province:
Zip:	Country:
Degree Type:	Major 1:
Major 2:	Minor:
Dates of Attendance:	
From (mm/yyyy):	To (mm/yyyy):
Degree Received/Expected (mm/yyyy):	



### **Step 5: References**

**Please provide (3) three references, with the following criteria:**

- **One reference must be a current supervisor.**
- **One reference must be a previous supervisor in the field of education.**

**By providing these references, you are authorizing DCPS to contact these individuals after initial interviews.**

#### **REFERENCE 1**

Name:	Relationship:
Email:	Telephone:
Organization:	Title:
City:	State/Province:
Zip:	Country:
May we contact this reference prior to you interviewing with us? <input type="checkbox"/> Yes <input type="checkbox"/> No	

#### **REFERENCE 2**

Name:	Relationship:
Email:	Telephone:
Organization:	Title:
City:	State/Province:
Zip:	Country:
May we contact this reference prior to you interviewing with us? <input type="checkbox"/> Yes <input type="checkbox"/> No	

#### **REFERENCE 3**

Name:	Relationship:
Email:	Telephone:
Organization:	Title:
City:	State/Province:
Zip:	Country:
May we contact this reference prior to you interviewing with us? <input type="checkbox"/> Yes <input type="checkbox"/> No	



**Step 6: Legal History**

**GENERAL**

Have you been convicted of a crime, or are there any criminal charges currently pending against you for any crime other than a minor traffic violation?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever been dismissed from any position or dishonorably discharged from the military?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever been refused tenure or a continuing contract?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever had a certificate or license revoked or suspended?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you been convicted of any offense involving sexual molestation, physical or sexual abuse, or rape?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If you answered yes to any of the above, please explain:	
<div></div>	



### **Step 7: Attach Resume and Personal Statement**

#### **1) Attach your resume**

Your resume **MUST** be in either Microsoft word (.doc or .docx) or Adobe (.pdf) format. We do not accept resumes in Microsoft Works, Rich-Text (.rtf) or Word Perfect format.

#### **2) Attach your personal statement**

The personal statement should be 1000-1500 words in length. The personal statement provides us with information not captured elsewhere in the application. We use the personal statement to evaluate your writing and critical thinking skills. It also helps provide a sense of your commitment to educational leadership and your ability to serve as an urban school leader.

Personal statements play a significant role in the screening process. Personal statements that do not address all the listed points may invalidate an application.

#### **2010-2011 Assistant Principal Personal Statement –**

Please specifically address the following:

1. Describe why you believe you are prepared to lead in a DC Public School, many of which are under-performing schools, in an environment of rapid reform.
2. What specific leadership qualities and skills do you possess? Describe how these qualities and skills will contribute to a school's leadership team.
3. Please provide specific examples (with evidence) that demonstrate how your leadership resulted in significant increases in student achievement.
4. Describe a time in your professional career where you did not reach a performance goal. Be specific about what the goal was, what systems and/or structures you put in place to meet the goal, and why you did not reach the goal. Finally, explain what you learned from the experience and how you changed your operating style to ensure you meet future performance goals.





### **Step 8: EEOC**

**DCPS is an equal opportunity employer and does not discriminate against any applicant on the basis of race, color, religion, sex, national origin, or disabilities. To help us monitor our affirmative action employment we would appreciate if you would provide us with the information requested below. Providing the following information is strictly voluntary and a decision to participate will not adversely affect any consideration of this application. This information will be kept confidential and its access is restricted to appropriate personnel.**

#### **EEOC INFORMATION**

Date of Birth (mm/dd/yyyy):		Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female
Ethnicity:	To the best of my knowledge, I am not handicapped as defined in Section 504 of the Rehabilitation Act of 1973. <input type="checkbox"/> Yes <input type="checkbox"/> No	

### **Step 9: Application Submission**

By electronically signing my name, I certify that all information here submitted is true, complete, and correct to the best of my knowledge.

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**Applicant Signature**

**Date**

**Note: This application must be submitted with all required documents and steps completed. Incomplete applications will not be processed.**